

## **Program Description/Textbook or Print Instructional Material**

Vendor: Thomson Learning/Course Technology Web Address: www.course.com

Title: Microsoft Office XP Advanced Tutorial

Author: Pasewark Copyright: 2002

ISBN: 0-619-05848-x Course/Content Area: Vocational and Career Education; Business Program;  
Advanced Computer Applications.

Intended Grade or Level: 9-12 Readability Level: 9.1 (Flesch-Kincaid)

List Price: 59.95 Lowest Wholesale Price: 44.25

*All materials bid as of July 1, 2003 must be offered in an alternative format for students who require reading accommodations. A description of the levels of accommodation is included on p. 8-9 of this bid packet. The Kentucky Department of Education must receive a copy of the alternative format if the material is placed on the State Multiple List.*

Level of Accommodations (Level One, Two or Three) Level Three

If Level Two or Three, please provide rationale for not meeting Level One Compliance It is not financially feasible for our products to meet Level One at this time.

## **FEATURES**

**DISCLAIMER:** The features of each book or program were developed by the publisher and do not reflect the opinion of the State Review Team, State Textbook Commission, nor of the Kentucky Department of Education.

### **Content**

- This book is ideal for computer courses with learners who have varying abilities and previous computer experiences.
- The book covers Office XP Basics and the Internet, Word, Excel, Access, PowerPoint, Outlook, Publisher and FrontPage.
- Contains numerous step-by-step exercises, review exercises, and case projects to enhance students' learning experiences
- Capstone Simulations at the end of each unit provide students with the opportunity to apply the skills they've learned, either individually or in a team setting.

### **Student Experiences**

- Ideal for students with varying abilities and previous computer experience.

### **Assessment**

Part of the South-Western Computer Education Series, this text includes features that make learning easy and enjoyable - yet - challenging for learners. The text includes a wide range of learning experiences from activities with one or two commands to simulations and case studies that challenge and sharpen learners' problem-solving skills.

**Organization**

Word Unit  
Excel Unit  
Access Unit  
PowerPoint Unit  
Outlook Unit  
Capstone Simulation

**Resource Materials****Gratis Items To Be Provided And Under What Conditions**

Instructor's Resource Kit (0-619-05850-1) Free 1 per teacher  
Annotated Instructor's Edition (0-619-05936-2) Free 1 per teacher

**Available Ancillary Materials**

Activities Workbook (0-619-05852-8)

**RESEARCH DATA AND EVIDENCE OF EFFECTIVENESS**

**DISCLAIMER:** The research data and evidence of effectiveness was provided by the publisher and does not reflect the opinion of the State Review Team, State Textbook Commission, nor the Kentucky Department of Education.

**NOTE:** Please complete this section by indicating the research data and evidence of effectiveness or give a web site where the information is located. If there is no research data and evidence of effectiveness, please indicate "**not available**" in the space.



# Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool Business



<b>Title:</b> Microsoft Office XP Advanced Tutorial		<b>Cost:</b> \$44.25	
<b>Publisher:</b> Thomson Learning/Course Technology			
<b>Item Evaluated:</b> Soft cover text and student workbook			
<b>Copyright Date:</b> 2002		<b>Evaluator:</b> Brenda Buffin	
<b>Content Level:</b> 9-12		<b>Date of Evaluation:</b> August 1, 2003	
<b>Level of Alternative Format</b>	Level 1 – Full Compliance	Level 2 – Provisional Compliance	Level 3 – Marginal Compliance
This section completed by Exceptional Children Services			

## Overall Strengths and/or Weaknesses

**Disclaimer:** Comments on the strengths and/or weaknesses of each book, material or program were written by members of the State Textbook/Instructional Materials Review Team and reflect their opinions . They do not reflect the opinions of the State Textbook Commission nor the Kentucky Department of Education. In addition, the State Textbook/ Instructional Materials Review Team completed each evaluation form during the week of July 28-Aug. 1, 2003. In order to maintain the integrity of the of the review team's comments, editing was limited to spelling and punctuation.

Recommendations:	
<input checked="checked" type="checkbox"/>	Recommended by reviewers to State Textbook Commission
<input type="checkbox"/>	Not recommended by reviewers to State Textbook Commission

**Publisher's Explanation of Reviewer's Comments:** By action of the State Textbook Commission, publishers are provided limited space, 150 words, to respond to what they may consider factual errors made by the reviewers in the evaluation.



# **Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool Business**



<b>Title: Microsoft Office, XP Advanced Tutorial</b>		<b>Publisher: Thomson Learning/Course Technology</b>
Technology Management Summary Data:	20 possible points	____20____ points earned
Technology Management Comments:		
Technology Presentation/Interface Summary Data:	40 possible points	____32____ points earned
Technology Presentation/Interface Comments:		
Content Summary Data:	44 possible points	____23____ points earned
Content Comments: This text has good content as an advanced Office 2000 Tutorial, but has no other actual content related to business.		
Instruction & Management Summary Data	52 possible points	____45____ points earned
Instruction & Management Comments: There is a variety of assessment available in the text we well as on the Teaching Tools CD and in the student workbook.		
Organization & Structure Summary Data	36 possible points	____32____ points earned
Organization & Structure Comments: Text does not contain a glossary and makes little attempt to reflect diversity.		
Resource Material Summary Data	40 possible points	__21____ points earned
Resource Material Comments: There is a Teaching Tools CD for this text series, but the reviewer did not have access to it for evaluation.		



# Group V - Career /Technical & Vocational/Practical Living

## Electronic Instructional Media Review Form

### Stand Alone/Independent or Integrated Software for Business



Equipment (circle or change fill color)	Grade Level (circle or change fill color)	Audience (circle or change fill color)	Format (circle or change fill color)	Cost _____	
Windows	Primary	Individual	Stand Alone/Independent	_____ single copy	_____ site license
Macintosh	Intermediate	Small Group	Integrated	_____ network version	_____ school version
CD-ROM	Middle	Large Group	Supplemental	_____ lab pack of _____ copies	_____ online
DVD	High		In lieu of basal test		
Sound					
Other					

If other, explain \_\_\_\_\_

Type of Software: Check all that apply	_____ Simulation	____x____ Management	_____ Interdisciplinary	____x____ Problem Solving	_____ Tutorial
_____ Exploratory	_____ Creativity	_____ Drill and Practice	____x____ Critical Thinking	_____ Utility	_____ Other:

Rating Scale:	3—Some of the time	1—None of the time
4—All or the time	2—Minimally	0— Not applicable

Management	Rating
Allows customizing for individual learning needs.	4
Allows students to exit and resume at a later time.	4
Keeps a students performance record, where needed.	4
Allows control of various aspects of the software (e.g., turning sound off).	4
Allows for printed reports.	4
Comments:	<b>Total</b>
	<b>20</b>

Presentation/Interface	Rating
Presents material in an organized manner.	4
Has consistent, easy-to-use, on-screen instructions.	4
Has developmentally correct presentation format.	4
Adapts to different learning environments (learning styles/multiple intelligences, etc.)	3
Accessible for special needs students.	1
Runs smoothly, without long delays.	4
Presents easy-to-view text and graphics.	4
Presents easy-to-hear and understand sounds.	0
Avoids unnecessary screens, sounds, and graphics.	4
Provides immediate, appropriate feedback.	4
Comments:	<b>Total</b>
	<b>32</b>

Content—Business	Rating
Career Experiences	1
Employability Skills	2
Teamwork	1
Global Perspective	1
Mathematical Skills	3
Communication	3
Diversity	1
Ethical Practices	1
Academic Integration	2
Real World Application	4
Content Area Concepts Addressed	4
Comments: This text has good content as an advanced Office 2000 Tutorial, but has no other actual content related to business.	<b>Total</b> <b>23</b>

Rating Scale:	2—Minimally
4—All or the time	1—None of the time
3—Some of the time	0— Not applicable

Instruction and Assessment	Rating
Identifies a Sense of Purpose	4
Builds on Student Ideals	4
Engages Students	4
Develops Business Ideas	4
Promotes Student Thinking	4
Assesses Student Progress	4
Enhances The Learning Environment	4
Reading level is appropriate for interest and ability level of intended student group; level remains consistent throughout.	4
Commonwealth Accountability Testing System (CATS) “like” Assessment is provided	2
Variety of Assessments (diagnostic, formative, summative, open response, multiple choice, individual, small group, oral, demonstrations, presentations, self and peer performance, portfolio prompts) is included.	2
Includes activities and opportunities for integration of technology.	4
Reflects researched-based practices (e.g. hands-on activities, technology, problem-solving situations)	4
Differentiation techniques and activities suggested.	1
Comments: This is a variety of assessment available in the text as well as on the Teaching Tools CD and in the student workbook.	<b>Total</b> <b>45</b>

Rating Scale:	3 – Some potential for learning	1 - Not present
4 – High potential for learning	2 – Little potential for learning	0 – Not applicable

Organization and Structure	Rating
Organization is logical and allows for spiraling of content.	4
Vocabulary and key terms are clearly defined and easily accessible within each lesson.	4
Visual illustrations (e.g. graphs, charts, models) and examples are clearly presented and content-related.	4
Illustrations and language reflect diversity (e.g. racial, ethnic, cultural, age, gender, disabilities).	2
Legible type, length of lines, spacing, and page layout and width of margins contribute to overall appearance and use.	4
Student materials seem durable and conducive to daily use.	3
Includes sufficient glossary, index and appendices.	3
Employs accurate grammar and spelling	4
Organization of material can be effectively used with Standards Based Units, Core Content and Program of Studies.	4
Comments: Text does not contain a glossary and makes little attempt to reflect diversity.	<b>Total</b>
	<b>32</b>

Resource Materials	Rating
Teacher materials coordinate easily with student materials (e.g. additional resources included at point of need, student pages shown, integration of technology indicated)	3
Activities are included that adapt to the various learning styles, intelligences, and interest/ability levels.	3
Extension activities including adaptations and accommodations for students with special needs.	1
Resources provide objectives, background information, common student errors, hints, advice for lesson implementation and real-world connections, connections with career and/technology and references (e.g. solution manuals, study guides)	2
Suggestions are made for integration of themes and /or interdisciplinary instruction.	2
Integration opportunities suggested and examples given.	2
Teacher resources are available online.	4
Online resources available – Repeat of information in text.	4
Online resources available – Practice skills only.	0
Online resources available – New application materials.	0
Comments: There is a Teaching Tools CD for this text series, but the reviewer did not have access to it for evaluation.	<b>Total</b>
	<b>21</b>

Rating Scale:	2—Minimally
4—All or the time	1—None of the time
3—Some of the time	0— Not applicable